Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090010-7

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OC 003

1. TITLE OF REPORT (If a fill-in report include Form No.)

Weekly Staff Meeting Notes

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL [ ] LOGISTICS [X] SECURITY [ ] OTHER (specify) [ ] MEDICAL [ ] FINANCE [X] COMMUNICATIONS

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): Weekly

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc.): Memo

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Staff Chief

10. PREPARING COMPONENT (include lowest level contributing information to report)

OC-CS Branches

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11-13	$8.33		8		$66.64		52		$3465.28
GS-14	$11.96		1		$11.96		52		$621.92

B. COSTS OF COMPUTER PRODUCED REPORTS

$10,914.84

/352 TOTAL COSTS PER YEAR $4087.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). (IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used to brief the staff chief and inform the other branches within the staff of the major accomplishments and status of projects. Used to prepare staff quarterly report.